

Thursday, February 14, 2013



Dear Career Specialist:

The Career Development Conference (**CDC**) is fast approaching! This year's conference will be held in Missoula at the Hilton Garden Inn on Tuesday and Wednesday, April 30th & May 1st. Enclosed are materials that relate to the Registration, Competitive Events, Student Volunteers, and additional information with helpful hints to make your conference experience a pleasant one.

The cost for each participant will be \$15 per person and this will include registration and meals. Please make your payments in advance, or bring a PO or check for payment on the day you register. You will be charged for all attendees who are registered for the conference, which includes chaperones, bus drivers and special guests. If you have not notified us of cancellations prior to your arrival, you will be charged for the entire amount on the registration form the day of the conference.

Please make your hotel reservations as early as possible. The management at the Hilton Garden Inn is offering us the reduced rate of \$87.00 + tax, per night. This reduced rate will only be available until **March 30th only!** When you do make your hotel arrangements, please state that you are with the JMG Career Development Conference, and request that your rooms be grouped together for chaperoning purposes. **The phone number at the Hilton Garden Inn is 406-532-5300.**

Additionally, the Courtyard by Marriott hotel, which is across the street from the Hilton, has been gracious enough to offer conference overflow and have guest rooms available for anyone choosing to stay offsite. The rate for the Marriott will be the same as the Hilton at \$87.00 + tax per night, per room. Again, when making your reservations with the Marriott, please state that you will be in town attending the Career Development Conference at the Hilton and have your rooms blocked together. If needed, the Marriott is also offering shuttle service to take you and your students back and forth to the Hilton. **The phone number at the Courtyard by Marriott is 406-274-9002.**

We would also like any photographs of your students for use in the slide show. **(Please do not submit more than 7 pictures, and compress to jpeg format, if possible).** The deadline for submitting pictures for the slide show and/or pictures and articles for the newsletter is **Friday, March 29th.**

Please review the CDC information with your students regarding the registration, dress codes, code of conduct, workshops, competitive events, etc. Get the students prepared for their events by entering preliminary competitions within your schools or have them rehearse in front of their peers.

We would like all students attending the conference to participate in a competitive event.

The deadline for registration and off-site competitive events is Friday, March 29th. Please make a copy of the CDC deadlines document and place it on your bulletin board in your classroom.

Keep these CDC documents in a *safe place* for future reference. You will be receiving more information pertaining to the workshops and agenda items as it becomes available. If you have any questions regarding the conference please contact me.

Jim Lambert
jlambert@mt.gov
W. 406-444-3354
C. 406-495-9193
